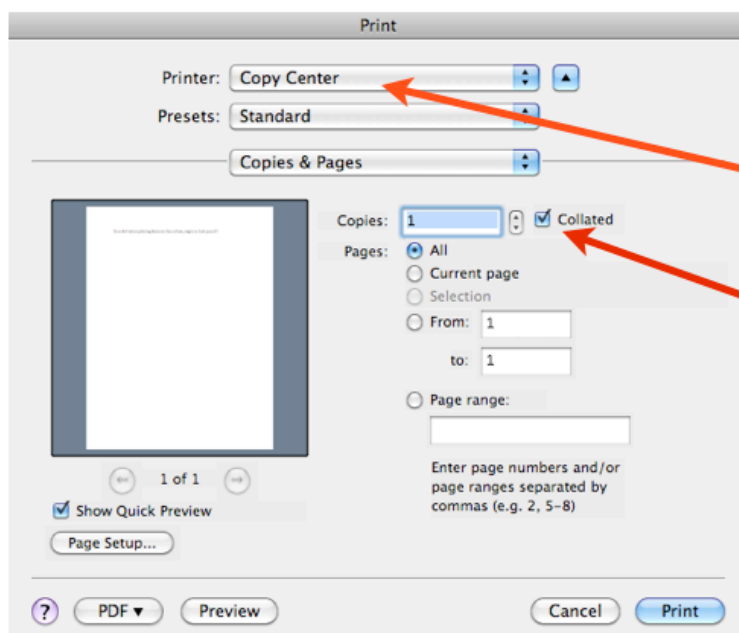
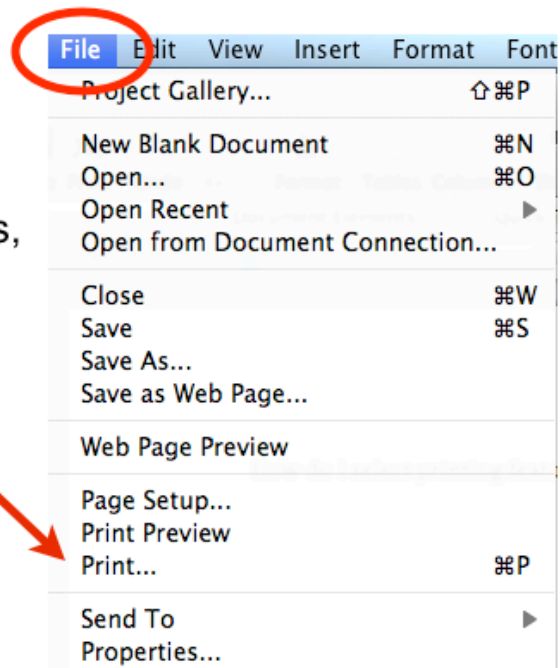
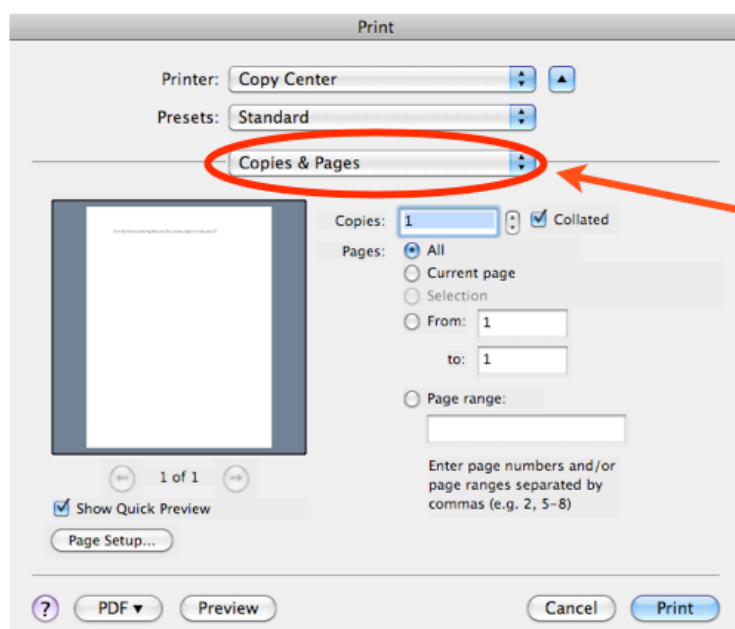


When printing large print jobs for distribution to your students, go to File and Print

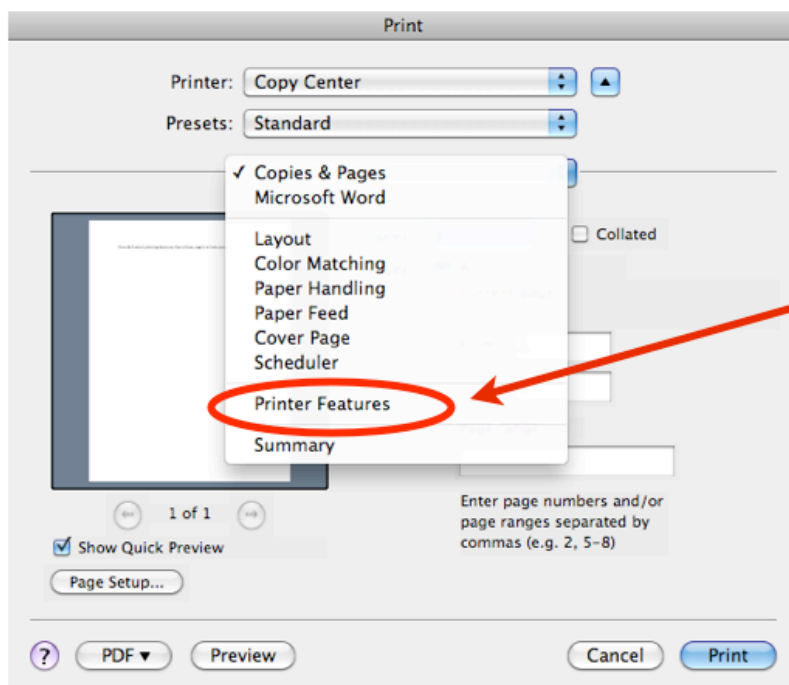


Select Copy Center, make sure it just says Copy Center, no xserve Macserve, or PS-01.

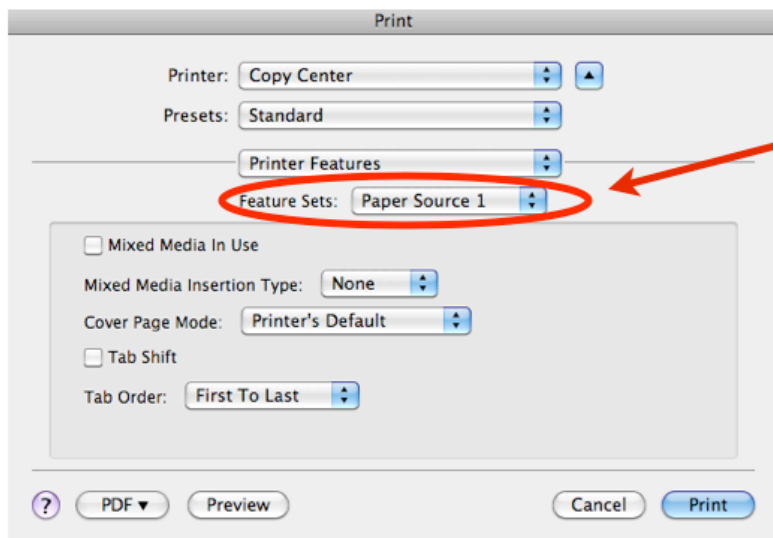
Uncheck this collate box



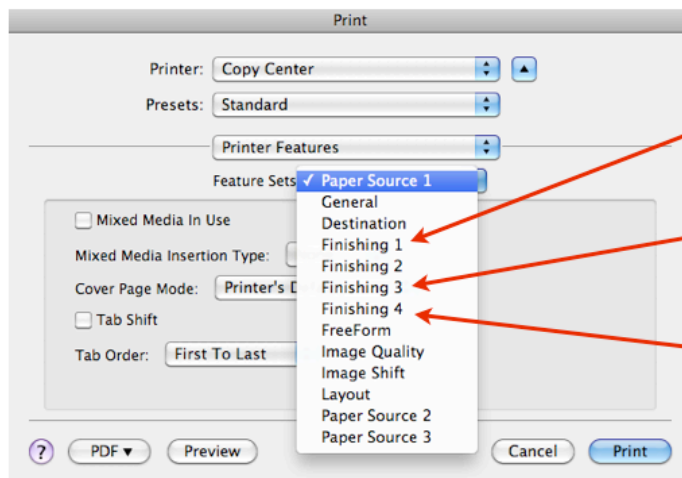
Select the drop down arrow next to Copies & Pages



Select Printer Features



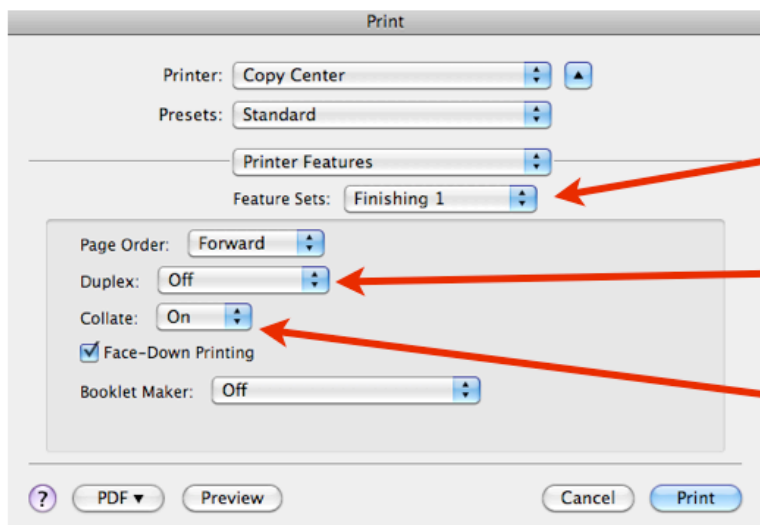
Select the drop down menu from Feature Sets



Finishing 1 gives you the choices to Duplex and collate

Finishing 3 gives you the choices to hole punch and staple

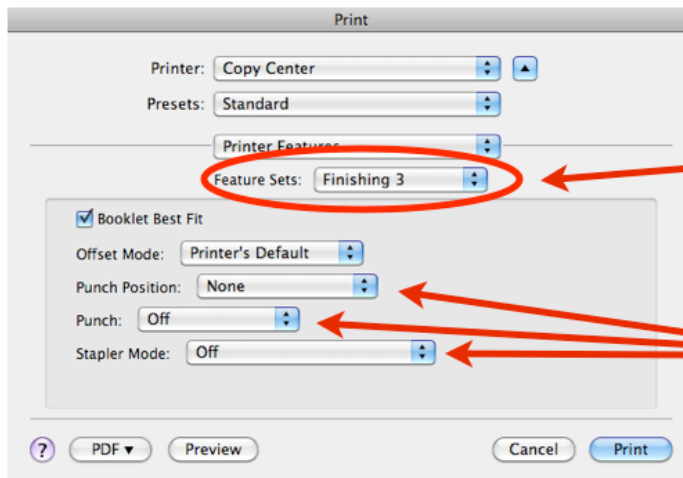
Finishing 4 is the choice of output tray, please make sure you select Finishing Stacker Tray for all print jobs



Finishing 1, make sure the following

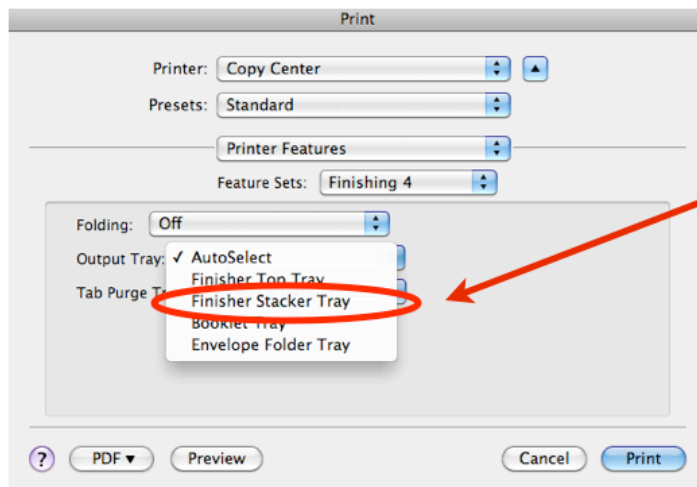
Select Top to Top from the Duplex drop down

Make sure Collate is On



Finishing 3 gives you the choices to hole punch and staple

Select from Punch Position, right or left Punch, # of holes and Stapler Mode, where would you like the staple



Finishing 4 allows you to choose an output tray. Make sure you select Finisher Stacker Tray

Please note: If you don't select this tray, the print job defaults to the smaller output tray, once this is full, all print jobs cease.

Then you're ready to select Print.